

CITY OF BURBANK

LIBRARY PAGE – PART TIME

DEFINITION

Under direct supervision, to perform a variety of tasks necessary to the maintenance and arrangement of the library resource collections; and to do related work as required.

ESSENTIAL FUNCTIONS

Accurately shelves, locates, and retrieves library materials; maintains shelves in appropriate order; maintains order and appearance of the library; moves furniture, equipment, and other heavy items; assists with various library programs; assists in circulation operations; performs messenger services; operates A-V equipment and other office machines; assists in repair and processing of library materials; locates and retrieves materials from shelves at various height levels; conducts specific assignments as required.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - simple decimal numbers; basic alphabetizing and filing.
- Ability to - read simple decimal numbers; understand and apply library classification systems; arrange items in alphabetical and numerical order; manipulate library materials from shelves at floor level to a maximum of eight (8) feet; move and lift heavy furniture, equipment, and boxes of books averaging fifty (50) pounds on a daily basis; follow oral and written directions; establish and maintain effective working relationships with supervisors, staff members, and the public, both in person and on the telephone; work independently under general supervision; effectively perform tasks requiring attention to detail; work a flexible schedule; stand for long periods of time while shelving; maintain a safe working environment.

Education/Training: No previous experience or training required. Applicants, who are students, must have completed 10th grade.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.